



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name: N/A		
Agency: Bureau of Motor Vehicles		BU:
Division: Policy and Programs	Section/District: Vehicle Programs	
Job Title: BMV - Policy & Programs - Vehicle Programs		Job Code: N/A
Working Title (if different from above):		
Reports To: Director of Vehicle Programs		
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

Position would be responsible for assisting the Director with initiating a review of federal, state, and administrative laws applicable to vehicles and watercraft titling and registration.

Essential Duties/Responsibilities:

Research and map relevant federal, state, and administrative law to current BMV title and registration processes.

Job Requirements:

- Knowledge of Indiana law;
- Extensive knowledge of research methods;
- Ability to comprehend, analyze, interpret and correlate law;
- Ability to communicate orally and in writing;
- Political science or prelaw student preferred

Supervisory Responsibilities/Direct Reports:

No supervisory responsibilities or direct reports.

Difficulty of Work:

The majority of the work assignments involve the review of Indiana code and BMV regulation, however federal code may be applicable and need mapped to some processes. Guidelines and project scope are established and lead by the Director.

Responsibility:

The incumbent will make a substantial contribution in the review, development and implementation of significant programs.

Personal Work Relationships:

The incumbent works with Vehicle Programs staff who will be available to assist with this project and answer all questions or concerns.

Physical Effort:

n/a

Working Conditions:

n/a